

## Adding drawing objects to charts

Use the Drawing toolbar to add shapes such as lines, rectangles, circles, text objects, or more complex shapes such as symbols or block arrows. Use additional shapes to add explanatory notes, highlight points of interest on a chart, or even hide certain data or text.

Open the Drawing toolbar by going to **View > Toolbars > Drawing**. Note that it can be moved around the workspace as needed. For more information on using the Drawing toolbar and drawing shapes, see Chapter 5, Using Graphics, as well as the *Draw Guide*.

The Drawing toolbar appears as follows when the chart is in edit mode (by clicking on it twice).

### Tip

To place arrows, text, or other drawing objects in a chart, be sure that the chart is in edit mode. Otherwise, an object will not be connected to the chart and will not be moved with it.

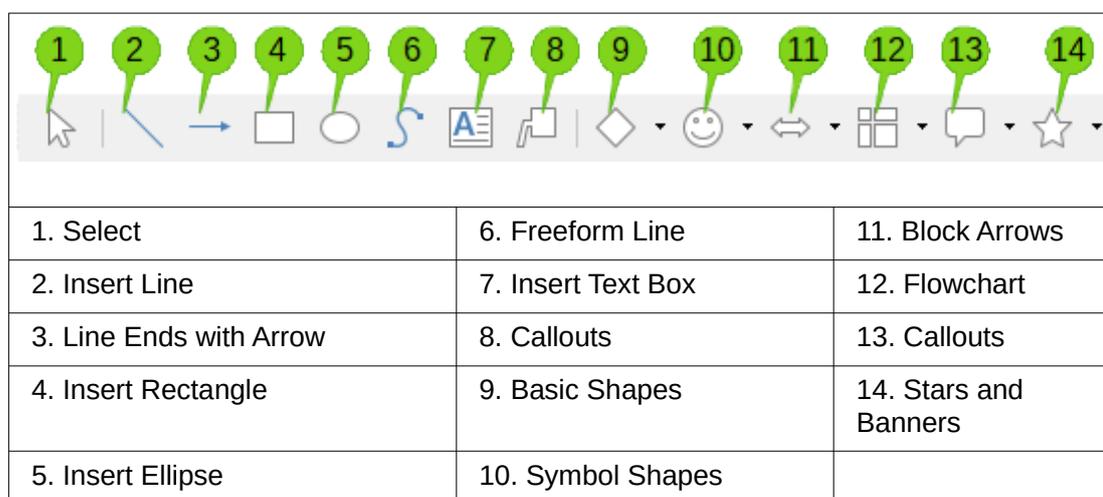


Figure 122: Drawing toolbar when chart is placed in edit mode

Most of these options are self-evident or can be readily researched, especially by referring to the *Draw Guide*. Clicking on the icon for an option changes the cursor's appearance, depending on the option. Click and drag the cursor to create the desired drawing object in the chart. Information that may be helpful for charts follows.

### Insert Line

Draws a straight line where dragged.

### Note

If you draw a line in the spreadsheet (outside any chart), you can hold down *Shift* while dragging to constrain angles of the line to multiples of 45 degrees. This facility is not applicable when inserting a line on a chart.

Write on the line by double-clicking the line and typing or pasting text. If the text is too low, press *Enter* to raise it above the line.

### Insert Text Box

Draws a text box with horizontal text direction. To place the text at an angle, click once on the text box to select it, right-click, and select **Position and Size** from the context menu. Specify the angle on the *Rotation* tab.